

American Association of Community Colleges Travel Expense Reimbursement Instructions

For CCIC Boot Camp

Purpose

The Expense Reimbursement Report was designed to initiate reimbursement for all types of expenses incurred by employees, directors, and others and for reporting expenses. Personal reimbursements will not be processed without this form. It should not be used for any other purpose. The report is intended to gather all information required by government regulatory agencies, donor funding agreements, and the AACC Finance Dept.

General Instructions

The form is intended to be completed electronically. All supporting documentation should be appended to the form in the order in which items appear. The person incurring the expense(s) must sign the original form, thereby accepting responsibility for the accuracy and appropriateness of the expenditures. Employees must then obtain review and approval from their immediate supervisor before submitting the request to the Finance Department. This approval may be obtained directly on the form or by obtaining the approval electronically. An electronic approval must be specific regarding the date and amount of the approval. Non-employees should send completed Expense Reimbursement Reports, with required documentation, to the AACC employee most directly accountable for the expenses incurred.

Approval of the expense report represents acceptance of the business purpose, coding and transaction descriptions of the expenditure(s) relative to AACC policies and underlying donor / grantor agreements.

The following instructions are provided to assist in completion of the form:

ID Information: Please enter all the requested contact and payment information.

Business Purpose: A description of the business purpose should be sufficient to explain travel and other expenditure(s) to the approver of the request AND to potential auditors and regulatory agencies. The Controller or CFO will be the final authority regarding the sufficiency of business purpose descriptions.

Please write: 2026 CCIC Boot Camp Participant, June 8-11, 2026 in Washington, DC

Date: Date of the actual expenditure.

Location: Location in which the actual expenditure(s) were incurred, taken from GSA tables (www.gsa.gov). Use Washington, DC.

Amounts: U.S. dollars only.

Meals: Individual meals are reimbursable on a per diem basis at the published GSA meal rate **for the location to be found at www.GSA.gov**. The rate from the table includes tips for AACC purposes. No receipts are required for per diem reimbursement.

Reimbursement is not allowed for meals provided by AACC or others included as part of a meeting or event.

The GSA rate for Washington, DC is \$23 for breakfast, \$26 for lunch, and \$38 for dinner.

Other Food & Beverage: This section does not apply.

Hotel / Tips: Hotel costs are reimbursable based upon actual costs. Tips for hotel staff are reported on a separate line. Other reimbursable costs incurred on hotel bills may be reported in the Other Expenses section of the form. Room service charges and any hotel incidentals are the responsibility of the CCIC participant.

Travel: Travelers should use an appropriate form of travel to fit individual circumstances. Air and rail fare must be at coach/economy rates unless prior approval is received. Air and rail should be booked through World Travel Services to be directly billed to AACC. Baggage fees may be claimed, please enter under the air/rail fare.

Personal auto mileage is reimbursable at the current GSA approved rate of \$0.725 per mile, but it may not exceed economy airfare for the same travel itinerary.

Note: If you are claiming mileage, you will need to submit a Google Maps, Map Quest, or another form of documentation that shows your point of origin and destination with miles as back-up for mileage reimbursement.

Parking costs should be reported separately. Reimbursement for actual gasoline charges for personal auto use is not permitted since it is included in the GSA mileage rate. Expenses for rental cars are **not reimbursable** unless they receive prior approval from AACC.

Honoraria: This section does not apply to CCIC Boot Camp participants.

Other Expenses: This section does not apply to CCIC Boot Camp participants.

Receipts: Receipts for all expenses (other than meal per diem) need to accompany the travel expense reimbursement form for processing.

Account Coding: AACC staff is responsible for specifying accounting codes.

Submission: Please submit the travel expense report electronically form with scanned receipts to:

Courtney Larson
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